

## **Foster Care Rate Setting – How Do I Guide**

On January 6, 2003 a new WiSACWIS build will be issued. As part of this build there will be a new WiSACWIS process for reviewing and adding supplemental and exception payments to the basic rate for foster home and treatment foster home payments. A new Foster Care Rate Setting window will be added to WiSACWIS. The window will retrieve the Provider data based on the child's current open out-of-home placement. This window will have to be completed and approved before supplemental and exceptional payments can be generated. Payments are generated from the date of approval. Therefore, it is imperative that this module be completed in a timely manner. In certain situation the "effective date" of a Rate Setting will precede the current month. In this case, a one-time payment will need to be recorded to pay the provider for the period of time they were entitled to monies prior to the first of the month in which the Rate Setting was approved by the Rate Setter.

### **The Foster Care Rate Setting window can be launched by selecting:**

Create Casework>Placement>Foster Care Rate Setting>Case Name>Case Participant>Create Button

### **The Foster Care Rate Setting window will pre-fill with:**

Provider Name (based on the child's current open out-of-home placement).

Case Name (based on selections made in Create Case Work)

Child Name (based on selections made in Create Case Work)

### **Documents which can be launched from the Foster Care Rate Setting window:**

1. Foster Care Rate Setting form CFS-834W
2. Rate Setting Results CFS-2248W
3. Reevaluation Rate Setting Results CFS-2253W

The window has four tabs (Emotional Points, Behavioral Points, Physical Points and Results) and an approval process.

Two new ticklers will be created. The first tickler will be due 30 days from date the qualifying placement was approved and will be deleted when a child's Rate Setting has been approved. When a Rate Setting record has been approved, a second tickler will be created that will be due 6 months from the Rate Setting approval date and will be deleted when the next Rate Setting record has been approved for that same child.

The 6-month tickler will only be deleted without creating a new tickler if:

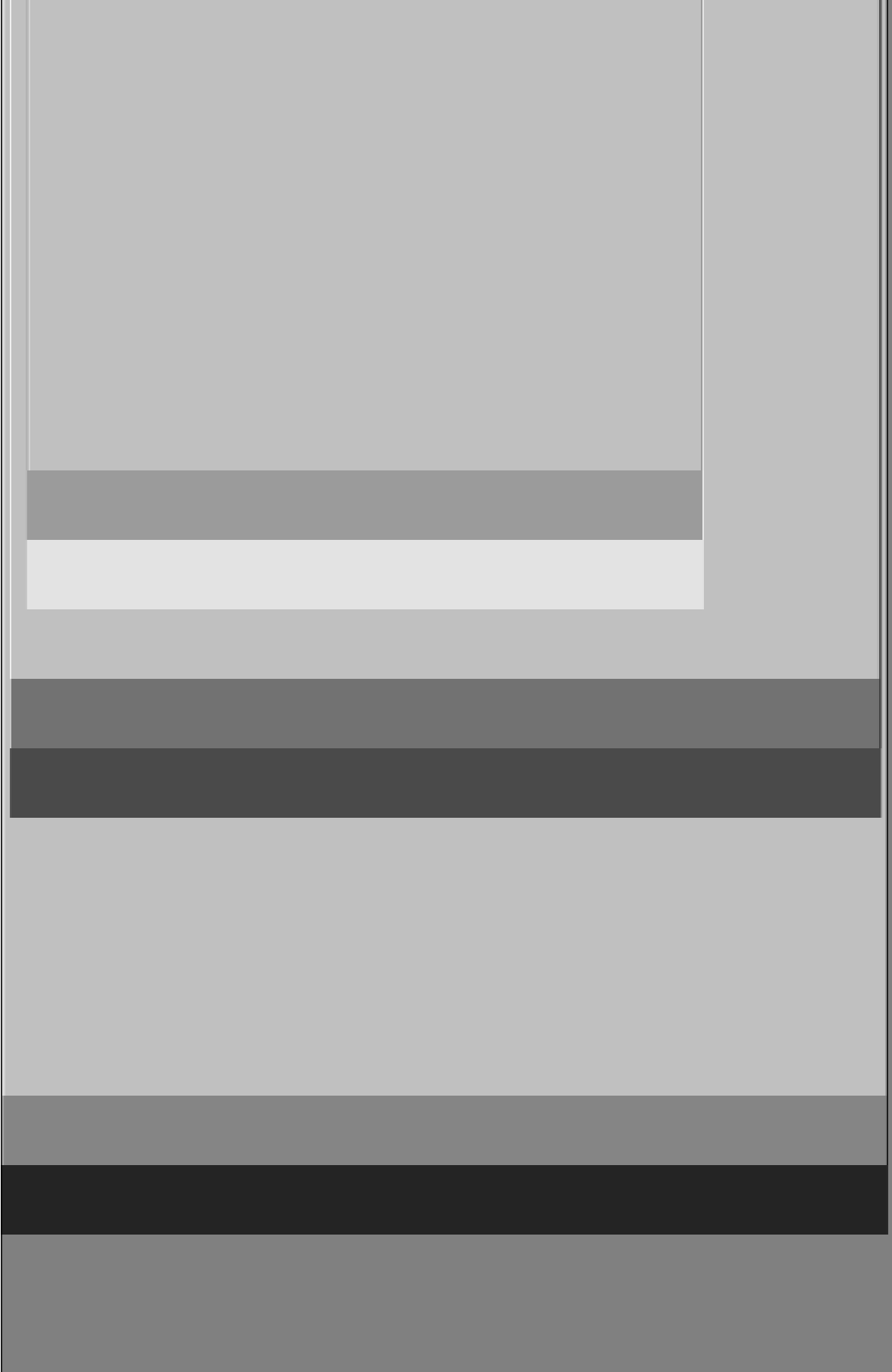
1. The placement is ended as a "discharge from all placements".
2. If the child's placements is ended with a reason of "Placement Made in Error".
3. If the child is placed in care with a Service Type that does not require Rate Setting (i.e., a CCI).

Lastly, the case closure batch has been modified to delete the Rate Setting tickler and allow the case to be closed when a case closure has been requested.

This is a grayscale abstract image. It features a light gray background with two horizontal bands of darker gray. Each band is composed of a medium gray upper layer and a dark gray lower layer, creating a layered, minimalist design. The bands are separated by areas of the light gray background. The overall composition is simple and geometric.

4. Complete the mandatory “Effective Date” field. This is the date from which the new Rate Setting should go into effect.

If you select Provider Requested Reevaluation or Agency Requested Reevaluation, the Reevaluation Request Date field will become mandatory.



9. The rest of the information on this window pre-fills based on your answers to the questions on the previous tabs and cannot be edited on this tab. The only way to

modify information on this tab is to revisit the previous tabs and adjust your answers to the questions on the previous tabs where appropriate.

### **Accessing the Foster Care Rate Setting documentation:**

10. Click the Options button and select the Foster Care Rate Setting form CFS-834W. This will open the document in Microsoft Word. Click “Close All and Return to WiSACWIS” once you are finished viewing and/or printing this document.

**Important: You must open the Foster Care Rate Setting form CFS-834W prior to Approval or you will NOT be able to create one at a later date. If you fail to do this, a new Foster Care Rate Setting must be created.**

11. Send the Foster Care Rate Setting work for Approval. Click the Approval button, Select Approve, click OK and route the work to the appropriate Supervisor or Rate Setter.
12. After the Rate Setting has been approved, a notification letter to the provider will need to be completed. To do this, navigate to your cases tab, expand the case, expand the Placement/Services icon and double click on the Rate Setting in question to open it. Navigate to the Results tab, click the Options button and select either the Rate Setting Results CFS-2248W or Reevaluation Rate Setting Results CFS-2253W form. This will launch the following pop up window:

Date Created	Sent
1/2/03	<input type="checkbox"/>

13. From the popup window above:

1. Select “New” which will create a new row in the History group box.
2. Select “Text” which will open the document you previously selected.
3. Complete the selected form’s editable fields appropriately.

***If you selected:***

Rate Setting Results CFS-2248W

***You need to enter:***

Date and phone number.

***If you selected:***

Reevaluation Rate Setting Results CFS-2253W

***You need to enter:***

Notification Type and Action Type (Dropdown values)

***If you selected:***

Reevaluation Rate Setting Results CFS-2253W

...and you intend to use this as an “Appeal Result” letter.

***You first need to delete:***

The second paragraph of the letter via highlighting it and selecting the delete key.

***And you need to enter:***

Notification Type and Action Type (Dropdown values)

14. After you have completed the appropriate fields, click “Close All and Return to WiSACWIS”. This will return you to the popup window. If you are sure the document has been completed appropriately, enter a checkmark in the “Sent” field to “freeze” the document and click OK. Once this is done, the document will no longer be editable.

## **Special Circumstance Rate Review for Treatment Foster Homes**

When a child turns 5, 12 or 15 years old, the “Basic Rate” a provider is entitled to receive, increases. WiSACWIS increases this Basic Rate through an automatic process referred to as the “Birthday Batch”. Specifically, this presents a problem for Treatment Foster Homes (TFH) where the rate is negotiated by a yearly contract and should not change unless renegotiated. Because of current design restrictions, WiSACWIS does not recognize this contract and automatically increases the Basic Rate when a child turns 5, 12 or 15 years old. As a result of this increase, the TFH provider will actually receive more money than they have contracted to receive. Therefore, it is very important to identify (every month) those children in Treatment Foster Homes who have had their rates increased via the “Birthday Batch”. The monthly report titled **PM02a00-r** details all

children who have undergone the “Birthday Batch” and who have had their Basic Rates increased. Once the Treatment Foster Home placements have been identified, the “Exceptional” amount on the Results tab of the Foster Care Rate Setting will need to be manually reduced exactly by the amount it was automatically increased due to the Birthday Batch. Even if a Foster Care Rate Setting was recently completed on a child who just went through a Birthday Batch, a new Rate Setting (to reduce the “Exceptional” amount) will need to be completed. Failure to perform this function will result in an overpayment to the TFH provider.

If someone from your agency is not already receiving the **PM02a00-r** report, please contact the helpdesk and request to have one person from your agency added to the **\*HFSPM02A00 Distribution List**.

### **Tickler Processing Timelines**

<b>Category Type</b>	Thirty-day Rate Setting Evaluation
<b>1<sup>st</sup> Escalation</b>	-7 days from Due Date
<b>2<sup>nd</sup> Escalation</b>	-2 days from Due Date
<b>Reminder Date</b>	-30 days from Due Date

<b>Category Type</b>	Six-month Rate Setting Review
<b>1<sup>st</sup> Escalation</b>	-14 days from Due Date
<b>2<sup>nd</sup> Escalation</b>	-7 days from Due Date
<b>Reminder Date</b>	-30 days from Due Date